



St. Margaret's Nursery

A Policy for Health and Safety

Nursery

Reviewed: November 2018

Date for review: November 2019

Health and safety

The nursery aims for health and safety are:

- to provide a healthy and safe environment for our children, our staff, and all other people who come onto our nursery premises
- to ensure that members of the nursery community understand their own individual responsibilities in maintaining this healthy and safe environment.

To achieve these aims we:

- are aware of statutory requirements
- adhere to the Health & Safety Policies
- take a responsible attitude towards the education and training of the children in safety practices.
- using common sense at all times to take reasonable care for their own safety and that of others
- reporting any identified hazards to the Nursery Manager without delay.

Manual Handling

Where possible, staff should avoid picking up the children. If, however, a member of staff feels that they have to pick up a child, the following guidelines should be followed:

- When changing nappies, if a child is too heavy to lift, change the nappy on a changing mat on the floor in the bathroom.
- If a parent wants to hand over the child to you, explain that you wish to sit down to take the child.
- Staff must make sure they follow their manual handling training.

The storage and use of substances hazardous to health

Certain substances which could be injurious to health are kept in the nursery building for basic cleaning purposes. These include hypochlorite bleach and other proprietary cleaning products. These substances, clearly labelled, are kept in a locked cupboard which are not accessible to children. Bleach is only used when children are not present.

It is important that appropriate protective clothing is worn when such substances are used, for example, rubber gloves.

The handling of clinical waste materials

For the purpose of this policy document, clinical waste is defined as any body fluid or product which is accidentally spilled, that is, blood, vomit, sputum, faeces or urine, plus any materials used in the cleaning up of such spills.

The cleaning up of clinical waste on the nursery premises should always be carried out on the understanding that all such waste is potentially infectious. This means that the same procedure should be applied regardless of whom, staff or child, generates the body fluid.

The procedure is to clear up the fluid using a suitable absorbent medium, for example, sand, paper towels, etc, and then swab the affected area preferably using a disinfectant.

- always cover fresh cuts or wounds with a waterproof dressing before dealing with the incident
- wear disposable gloves
- remove splashes of blood or other body fluids on own skin by washing with plenty of soap and water (note: persons are advised not to scrub, since this might cause abrasions allowing germs into own bloodstream)

Electrical Safety

Good practice for ensuring safety from electrical fittings and equipment includes:

- extension leads and portable equipment must be carefully sited, to avoid trailing leads being an obstacle to adults or children
- all plugs and cables must be routinely checked for loose connections and faults
- daily by the Nursery Assistant Manager
- annually by an approved electrician (PAT testing)
- any electrical fault must be notified to the Nursery Manager immediately.

Contractors working on site

Contractors working on the site of St Margaret's Nursery School, either inside the building or outside, MUST

- report to the Nursery Manager before beginning work
- liaise with the Nursery Manager about storing equipment

- liaise with the Nursery Manager before undertaking any work in or near places where the children are working or playing
- ensure that all equipment is out of the reach of the children
- ensure that ladders are secure and surrounded by safety barriers

A Major Outside Incident

The nursery will respond to advice from the police or other emergency services in respect of:

- any major outside incident with the potential to cause harm to children or staff, either
- in the nursery or on their way home.

The Nursery Manager is responsible for:

- deciding on appropriate action to be taken, which may consist of complete evacuation, lockdown, alternative accommodation, parental collection, and so on
- notifying the management of the nursery and parents.

In the event of an emergency evacuation the nursery will walk to the: The Crawley Mandir Temple, Apple tree centre, Ifield Avenue, Crawley.

The use of alcohol, medication and other substances

If a member of staff is taking medication that could affect their working or could put children at risk they must inform the Manager immediately.

A risk assessment will be carried out to see if deemed to be fit for work.

Consumption of alcohol, smoking and substance misuse are strictly prohibited in the Nursery.

Smoking and substance misuse is prohibited anywhere on school grounds.

Non smoking environment

The Nursery is a NON SMOKING area this must be observed at all times by all members of staff, including maintenance staff, and by all visiting parents and other members of the public.

Sleeping children

In the event that a child requires a sleep during the course of the day, they may be laid down in the quiet area on a fold up bed or pushchair. Any bedding that has been used must be washed after use. The children must be checked every 10 minutes by a member of staff and recorded in the Sleep Monitor Book.

Children's toilets

There is a member of staff who is responsible for the children's toilets every session. They ensure that the toilets are flushed and that there are no wet spillages on the floor that may cause an accident. Nappies are changed in the changing room by a member of staff with the door left open. All nappies are placed in their nappy disposal unit for collection.

Collection of children

Children will only be released into the care of individuals who have been notified to the nursery by the parent/carer. A password system is in force as a backup? At opening and closing times a member of staff is positioned on the front door and inner door to the nursery to prevent an unauthorised person entering the building.

Food and Drink Policy

We provide a rolling snack in Nursery, where the children are able to access fruit, milk and water between 9.30 and 10.30 am in the mornings and 14.00 and 15.00 pm in the afternoons. Water is available in the main room at all times for the children to access.

A staff member sits with a group of children and discusses news or activities that the children have been participating in during the morning/afternoon. We encourage the development of their independence through making choices, serving food and drink and when possible, washing up afterwards.

A Food allergy list is displayed in the main room and staff room for staff to check before offering or preparing snack.

The Nursery Assistant Manager is responsible for carrying out checks and following the guidelines in the “Safer Food Better Business” document.

Sick Child Policy

In the event that a child becomes unwell at Nursery then their parents/carer will be informed immediately. The Manager will contact them via their details in the child’s registration document. While waiting for the parent to arrive the child would be made comfortable away from the other children.

In the entrance hall there is a poster displayed with the Incubation and Exclusion times for Common Childhood infections, these should be followed to help stop the spreading of illnesses.